

**Newfields Planning Board Meeting  
January 17, 2008**

**Attendance:** William Meserve, Mike Price, Mike Todd, Town Planner Clay Mitchell and Selectman's Representative Michael Price. Absent from the meeting was Elliot Alexander.

**Dave Garvey-Site Plan Review Winkler Commerce Center (lot 2) Route 108**

Clay explained that there are several items that are missing from the site plan but a lot of those items don't need to be on the plan at this time. His comments dated 1-17-08 list the items that need to be completed before final approval may be granted. He is comfortable recommending the acceptance of the plan if the Board wishes to work collaboratively with the applicant. Taking jurisdiction of the plan will get the process going.

Mike Price mentioned that this is different from what has been done in the past and the Board needs to agree on this new process of accepting an incomplete plan. He does not want to set precedent. Mike Todd commented that accepting the plan now makes sense for this subdivision because the applicant does not know who the tenant will be.

Mike Price asked if the process was consistent with the ordinances. Clay responded that it is not consistent but the Board has the authority to waive the regulations. They are allowed to accept the plans with submission waivers or compliance waivers. Mike doesn't have a problem with this but it is different than what has been done previously. In the past the application would not be accepted if it was incomplete.

A motion was made by Mike Todd to accept and take jurisdiction of the Winkler Commerce Center Site Plan-Lot 2, submitted to the Town on January 9, 2008. The plan has four sheets identified as 1) cover sheet 2) proposed site plan, 3) erosion control details and 4) miscellaneous details. Due to the extenuating circumstances, the Board has agreed to accept the incomplete plan and work collaboratively on this project with the applicant. Information that will need to be added to the plan will include, but not be limited to, the Town Planner comments dated January 17, 2008. The applicant is aware that the 65-day time limit for approval may have to be extended. The motion was seconded by Mike Price and all were in favor.

Dave Garvey addressed Clay's comments.

He showed the Board different types of building designs that he will be considering. Building elevations will be determined at a later date.

Mr. Garvey would like to get the site plan approved and then come back before the Board for approval of the building when the building permit application comes in. Mike Price mentioned that again, this is not what has been done in the past.

Mike Todd commented that the applicant does not have to show elevations but has to show that the height limitations are within the regulations. He must also make sure to adhere to the architectural ordinance.

Mr. Garvey does not intend on doing curbing. Putting curbing in affects drainage and he plans on having open drainage. There will be raised curbing along Route 108.

Fire Chief Jeff Buxton said that he spoke with Mr. Garvey regarding installing a cistern. He originally recommended a 30,000 gallon cistern for the entire development. At this point a 15,000 gallon cistern will be sufficient. As buildings are added and the uses are determined, the system may have to be enlarged. The 15,000 gallon cistern is more than adequate for 8,000 square feet of office space. Mike Price suggested reserving space and making a note on the plan in case a larger cistern is needed.

Jeff talked about access around the buildings. Access around the proposed buildings on lot 2 is fine. It may become a concern with a 20,000-30,000 square foot building.

A preliminary septic design has been done and will be submitted at a later date.

The location for solid waste facilities was discussed. Mr. Garvey proposes to have a concrete pad at the end of one building and another pad at the end of the parking lot. This will allow easy access for trucks traveling around the building. Mike Todd suggested having one trash bin for both buildings. If that is the case, Mr. Garvey would prefer to place it along the setback, providing it is allowed. Clay looked at the regulations and informed us it is allowed because a pad is not a structure or a building.

Contours for the parking lot and driveways will be on the plan.

Mr. Garvey intends on leaving the existing spruce trees and as much of the natural habitat as possible for landscaping. Shrubs will also be planted.

Signage was discussed. Mr. Garvey would like to put a single lighted sign out front with all the businesses listed on it. He will need to look at the sign regulations because there are size and height limitations. Mike Todd said that it makes sense to have one sign out front and signs on each building. Mr. Garvey may have to get a waiver from the ZBA.

Utility connections will be shown on the plan. Underground utilities are planned. Water lines, buried cables and poles need to be on the plan. The location of the utility connections has not been determined to date.

Clay commented that an as-built may need to be done to avoid any issues in the future.

Mike Todd asked if the existing well would be kept for irrigation. Mr. Garvey does not intend on keeping the existing well for that purpose. He plans on having a dug well.

Mr. Garvey will submit a spill plan and light poles will be shown on the plan.

Map and lot numbers are on the plan but abutters names need to be added.

A scale bar needs to be added.

Benchmarks are on the plan but a legend identifying them needs to be added.

A storm water runoff plan will be filed with DES.

A survey with topography will be completed.

The erosion control plan is on the details sheet. Clay noted that we will need to know the location of the hay bales and silt fence.

Legal documentation of all the easements will need to be drawn up. At this point, a narrative is fine but the easements will be required prior to accepting the road.

The existing parking with a future reserve is adequate.

Mike Price said we need to consider whether or not to have a bond in place for landscaping. We also need to talk about sidewalks and whether or not we want the applicant to put money into the sidewalk fund. Mr. Garvey is not considering sidewalks in the development.

Clay said that when landscaping is not done as approved on a site plan it can be enforced. A letter of revocation sent to the lien holder and mortgagor works well.

A traffic study has been done and is on file at the town office.

A motion was made by Mike Todd and seconded by Mike Price to continue the application until the next meeting. All were in favor and the motion carried.

A motion was made by Mike Todd and seconded by Mike Price to approve the minutes of September 20, 2007. All were in favor and the motion carried.

A motion was made by Michael Woodworth and seconded by Mike Price to approve the minutes of October 18, 2007. All were in favor and the motion carried.

A motion was made by Mike Todd and seconded by Mike Price to approve the minutes of November 15, 2007. All were in favor and the motion carried.

A motion was made by Michael Price and seconded by Mike Woodworth to approve the minutes of December 6, 2007. The motion carried with 2 in favor and 1 against.

The next regularly scheduled meeting shall be Thursday February 21, 2008 at 7pm. The meeting adjourned at 8:40pm.

Respectfully submitted,

Sue E. McKinnon